



**DEPARTMENT OF MANAGED HEALTH CARE
EXAMINATION ANNOUNCEMENT FOR
STAFF COUNSEL
CONTINUOUS TESTING**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN/SPOT: SACRAMENTO/LOS ANGELES. This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

WHO SHOULD APPLY: Persons who meet the minimum qualifications as stated on the Job Description (specification) may take this examination, which is competitive.

HOW TO APPLY: Submit application (Std Form 678) and Training and Experience Questionnaire in person or by mail to:

Department of Managed Health Care
Attn: Exam Unit
980 9th Street, Suite 500
Sacramento, CA 95814

Submit applications to the above address only. **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

FINAL FILING DATE: There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needed. To learn more about the testing arrangements, contact the testing office indicated below.

MONTHLY SALARY RANGES:

Range A:	\$4674 - \$4674
Range B:	\$4678 - \$5137
Range C:	\$5638 - \$6818
Range D:	\$6347 - \$7828

MINIMUM QUALIFICATIONS:

Applicants must have active membership in The State Bar of California before they will be eligible for appointment. Applicants who are not members of The California State Bar but who are eligible to take The California State Bar Examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar of California.

NOTE: Applicants must show their membership number, title, and expiration number on their application.

POSITION DESCRIPTION: The Staff Counsel is a recruitment and developmental class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work of their department. Incumbents advance to Ranges B, C, and D and are assigned progressively more difficult professional legal work as their competence increases. Incumbents assigned to Range D independently perform professional legal work of average difficulty.

EXAMINATION INFORMATION: The entire examination will consist of an evaluation of training and experience weighted 100%. The Supplemental Application consisting of a training and experience questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria.

The Department of Managed Health Care reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the open list established for use by the Department of Managed Health Care in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE: Veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these credits. California Law limits granting of veterans' preference credits to entrance examinations. Instructions for applying for veterans' preference credits are provided on the Veterans' Preference Application form, which is available from the State Personnel Board or the department shown on this announcement.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Managed Health Care three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Managed Health Care, Examination Services Unit, (916) 324-7153 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of Employment Development Department, Department of Managed Health Care and the State Personnel Board's web site @ <http://www.spb.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, and Los Angeles. However locations of interviews may be limited to or extended as conditions warrant.

Eligible List: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional 2) departmental promotional, 3) multi-departmental promotional 4) service-wide promotional 5) departmental open 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible list will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans of self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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980 Ninth Street, Suite 500

Sacramento, CA 95814

(916) 324-7153

California Relay (Telephone) service for the deaf or hearing impaired:
From TDD Phone 1-800-735-2929 From Voice Phone 1-800-735-2922